

ECONOMIC VITALITY MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Economic Vitality Manager exists is to coordinate and conduct work in one of the four divisions of the Economic Vitality Department (Economic Development, Tourism Development, Redevelopment, or Existing Business). This classification will supervise the work of professional and/or support level staff. Work is performed under general supervision by the General Manager of Economic Vitality. Economic Vitality Manager is distinguished from Economic Vitality Specialist by its broader range and level of responsibilities for program management as well as the supervisory nature of its duties over that level.

ESSENTIAL FUNCTIONS

Specific functions will vary by assignment. Incumbents may perform any or all of the following:

Oversees the assimilation, organization, and communication of retention/expansion/revitalization related information and issues to the organization, to the business community, and to the public.

Develops, initiates, integrates and manages Economic Vitality projects and programs that address changes in the economic climate and business environment or specific redevelopment areas that involve the creation of targeted business investment programs for large and small businesses.

Identifies, analyzes, and develops solutions for critical issues identified by the business community as hindering business expansions.

Provides staff support at Tourism Development Commission meetings through formal presentations at meetings, information and analysis of tourism projects and by providing information in response to questions developed by Commission members.

Provides staff resource and support for boards associated with revitalization projects including Redevelopment Board and Los Arcos Multipurpose Facilities District.

Creates and manages business assistance programs, training sessions, and business visitation, develops programs designed to educate and assist local businesses.

Manages City contract with Scottsdale Convention & Visitors Bureau (SCVB).

Supervises and directs the activities of Economic Vitality Specialists and/or Researchers including providing direction of research activities to determine the needs and impacts of projects.

Creates and manages a small business assistance center.

Develops and administers scopes of work and budgets for approved projects and programs.

Negotiates and administers consultant contracts.

Administers contracts with public and private Tourist Attractions related to City-funded projects.

Conducts a wide range of public and special group meetings.

Coordinates activities involving multiple departments.

Participates with a multidisciplinary team and provides inspiration and guidance to staff conducting retention/expansion activities.

Serves as the key liaison between the business community and the City.

Prepares and packages marketing information.

Supervises special staff teams that conduct retention/expansion/revitalization projects and activities, providing direction, support, management, resources, and advocacy.

Serves as a team member in the development of budgets, program goals and values, organizational structure, and training for the Economic Vitality Department.

Acts as a resource for businesses/property owners in Scottsdale looking to make changes to their property asset and educating and providing guidance to them on the city process and policy direction.

Works with senior management staff as a part of the negotiation team for revitalization agreements.

Assembles and leads working groups participating in specific retention/expansion projects or initiatives.

Serves as a spokesperson for the program and the City.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

- Effective project management techniques.
- Business retention and expansion programs.
- Standard computer software.
- Key Scottsdale industries.

Ability to:

- Be an effective team leader and team member.
- Initiate and complete major work efforts.
- Communicate in a wide range of forums using a wide range of techniques.
- Be adaptable and accept new challenges.
- Initiate and manage projects involving multiple disciplines and functions.
- Interact with the business community and integrate input into programs.
- Work collaboratively and positively with businesses and stakeholders for the successful implementation of retention/expansion projects and initiatives.
- Coordinate with departments and programs across the city organization, as well as with outside jurisdictions and agencies.
- Communicate effectively with City Council, citizen boards and commissions, the business community, and the general public.

Education & Experience

Any combination of a Bachelor's degree in Economics, Geography, Marketing, Urban Planning, Business Administration, or closely related field and 7 years extensive project management experience in the field of economic development, including experience interacting with the business community, integrating community input into programs and initiating and managing projects involving multiple disciplines and functions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified